

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1716  
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Agency  
MOTOR VEHICLE ADMINISTRATION

Division/Unit  
VEHICLE REGISTRATION/CENTRAL LIEN & TITLE FILE

Item No.	Description	Retention
1.	<p>THIS SCHEDULE SUPERSEDES SCHEDULE NO. 1049 DATED 3/26/86, 1050 DATED 3/26/86, 1050A DATED 11/6/87, 1050A-2 DATED 3/28/89, 1051 DATED 3/16/86.</p> <p><u>Request for Pick-Up File-IS-12 Investigation Report</u></p> <p>All documents connected with the process of title correction are maintained, such as the following:</p> <p>A. Copies of request for pick-up of title (Form IS-12)</p> <p>B. Form VR-228 from MVA requesting return of title for correction is immediately destroyed after correction is made</p> <p>C. Return Certificates of Title</p>	<p>Destroy after adjustment or correction</p> <p>Destroy after adjustment or correction</p> <p>Retain until correct address is verified and then destroy</p>
2.	<p><u>Request to View or Obtain Copy of a Title Record File</u></p> <p>Completed Form VR-239 requesting to view a vehicle record</p> <p>Completed Form VR-239 requesting to obtain a copy of a vehicle record</p>	<p>Retain six (6) months, then destroy</p> <p>Retain six (6) months, then destroy</p>

Schedule Approved by Department,  
Agency,  
or Division Representative.

Date 9/25/96  
Signature [Signature]  
Typed Name ELTRA NELSON  
Title Director

Schedule Authorized by State Archivist

Date NOV 14 1996

Signature [Signature]

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Item No.	Description	Retention
3	<p><u>Forty-five (45) Day Dealer Temporary Registration Certificates and Permits</u></p> <p>A. Forty-five (45) Day Dealer Temporary Registration Certificate</p> <ol style="list-style-type: none"><li>1. Form Number CS-123</li><li>2. Issued by licensed Maryland vehicle dealers when issuing dealer paper tags at the time of sale</li><li>3. Temporary Certificate Number-alphabetical prefix and five digits and alphabetical suffix</li><li>4. Document contains:<ol style="list-style-type: none"><li>a. Vehicle, Year, make and body style</li><li>b. Purchaser's name and address</li><li>c. Dealer's name and address</li><li>d. Insurance certification</li><li>e. Purchaser and dealer's certifications and signatures</li></ol></li></ol>	<p>Retain in office for three (3) years. Transfer to State Records Center three (3) additional years retention, then destroy</p>



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Item No.	Description	Retention
5	<p>f. Date of sale and delivery date</p> <p>g. Purchase price</p> <p>h. Metal tag number</p> <p>i. Odometer mileage statement</p> <p>j. Dealer's number</p> <p><u>Fifteen (15) Day Temporary Registration Permit VR-206</u></p> <p>Document contains:</p> <p>a. Year, vehicle, make and vehicle identification number (VIN)</p> <p>b. Purchaser's name and address</p> <p>c. Expiration date</p>	<p>Retain in office for three (3) years, then destroy</p>

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Item No.	Description	Retention
6	<p><u>Application for Special Tags - VR-14 (Emergency Vehicles)</u></p> <p>Document contains:</p> <ul style="list-style-type: none"> <li>a. Application contains name, mailing address, telephone number, authorized signature and title of party requesting special tags</li> <li>b. Insurance information by name, policy and agent</li> <li>c. Signature of MVA employee verifying ownership and approval of tag issuance</li> <li>d. Date approved, date tags ordered, date tags shipped to requester, date tags accepted and date accepted by signature</li> <li>e. Listing of vehicle information by title number, vehicle identification number (VIN)</li> </ul>	<p>Retain documents for ten (10) years in MVA. Microfilm and destroy original document. Retain microfilm for twenty-five years in MVA. Transfer microfilm to State Record Center for additional ten (10) years, then destroy.</p>
7	<p><u>Application for Approval of Emergency Vehicle or Service Vehicles - VR-26</u></p> <ul style="list-style-type: none"> <li>a. Two-part form. One (1) white and (1) yellow</li> <li>b. Contains areas for type of operation</li> </ul>	<p>Retain documents for ten (10) years in MVA. Microfilm and destroy original document. Retain microfilm for twenty-five (25) years in MVA. Transfer microfilm to State Record Center for additional ten (10) years, then destroy</p>

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Item No.	Description	Retention
8	<p>c. Contains vehicle information, year, make, body vehicle identification number (VIN), title and type of operation</p> <p>d. Insurance Certification (name, policy and agent)</p> <p>e. Name of organization, address, city, state, zip and signature of person making request and official capacity</p> <p>f. Area for MVA personnel's approval by signature and date</p> <p><u>Application for Duplicate (or Additional) Registration Card - VR-10</u></p> <p>Document contains:</p> <p>a. Issued upon request due to lost registration and/or additional registration card</p> <p>b. Validated with fee and date of issuance. Application reflects type of request.</p> <p>c. Application contains tag, sticker, title, make, vehicle identification number (VIN), weight, expiration, year, name, address of owner(s) and signature(s)</p>	<p>Retain one (1) year, then destroy</p>

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Item No.	Description	Retention
9	<u>Validated Registration Application File</u>  a. Tag and sticker numbers  b. Vehicle, make, year, vehicle identification number (VIN) and title number  c. Class, weight, fee and expiration date  d. Owner's soundex, name and address  e. Date validated and fee collected	Microfilm and destroy original records. Retain roll film for twenty (20) years; one (1) year at MVA and nineteen (19) years at Records Center, then destroy.

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Item No.	Description	Retention
10	<p><u>Title Records</u></p> <p>All documents connected with the issuance of transfer of Certificates of Title are maintained in this records series. Each title is assigned an ascending number and filed in folders with associated documents. Some of the following documents may be found in each folder:</p> <p>A. Temporary Registration and Receipt (Form VR-200) Certificate of Title (Form VR-2) Duplicate Certificate of Title (Form VR-2)</p> <p>B. Manufacturer's Statement of Origin Out-of-State Certificate of Title</p> <p>C. Bills of Sale and Notarized Car Invoices</p> <p>D. Application for Certificate of Title (Form VR-5)</p> <p>E. Gift Certification (Form VR-103) Certificate of Legal Heir (Form VR-9) Restricted Power of Attorney (Form VR-195) Maryland Dealer's Bill of Sale and/or Reassignment (Form VR-182)</p>	<p>Scan on to optical disk. Destroy original records, retain disks for fifty (50) years, then destroy.</p>

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Item No.	Description	Retention
	F. Request to waive inspection prior to rebuilding a motor vehicle	
	G. Certificate of Inspection (Form MSP-63)	
	H. Registration Certificates	
	I. Application for New Plates or Transfer of Plates (Form VR-8)	
	J. Application for Duplicate Certificate of ownership (Form VR-18) Application for Double Duplicate Certificate of ownership (Form VR-6)	
	K. Request for Security Interest Filing (Form VR-217)	
	L. Security Interest Filing - Release of Lien Termination Statement - Releasing Lien (Form VR-218)	
	M. Lien Satisfaction Certificate (VR-101) Certification Non/receipt of Original/duplicate title (Form VR-9)	
	N. Certified Mail Envelopes	
	O. Temporary Inspection Waiver (Form VR-219)	

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	P. Mail Return of Application (Form VR-214) Q. Motorcycle Equipment Certification (Form VR-94) R. Odometer (Mileage) Certification (Form VR-197) S. Certification and Request for Farm Tags (Form VR-97) T. Truck Owner's Weight Certification (Form VR-142) U. Out-of-State Dealer Reassignments V. Auctioneer Papers	
11	<u>Abandoned Vehicle Correspondence File</u>  Correspondence to and from law enforcement agencies and other organizations requesting title and lienholder information on abandoned vehicles in order that disposal may be completed under the abandoned vehicle laws.	Retain for one (1) year, then destroy

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Item No.	Description	Retention
12	<p><u>Daily Stolen Vehicle File</u></p> <p>Folders established for daily correspondence and messages received concerning the theft or recovery of vehicles. Some or all of the following documents are found in each folder:</p> <p>A. Correspondence with Federal, State and Local Police departments, out-of-state Motor Vehicle Administration, etc.</p> <p>B. Teletype Messages</p> <p>C. Form Letter of Inquiry (VR-73)</p> <p>D. Copies Stolen Index Cards</p>	Retain for one (1) year, then destroy.

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13	<p><u>Suspension File - Stolen Vehicle Titles</u></p> <p>Folders are established and arranged by title number whenever a change in title has been requested for an automobile that is listed as stolen by the Motor Vehicle Administration. The stolen vehicle index cards for such vehicles are attached for Form VR-158 to indicate some action is imminent. Documents filed here until the discrepancies are cleared include:</p> <ul style="list-style-type: none"><li>A. Registration Cards</li><li>B. Certificates of Inspection</li><li>C. Certificates of Title</li><li>D. Teletype Messages</li><li>E. Correspondence</li><li>F. Form Letter VR-73 requesting status of stolen cards from other law enforcement agencies and Motor Vehicle Administrations. (Only stolen listings).</li></ul>	<p>Retain until status of vehicle is established; then destroy.</p>